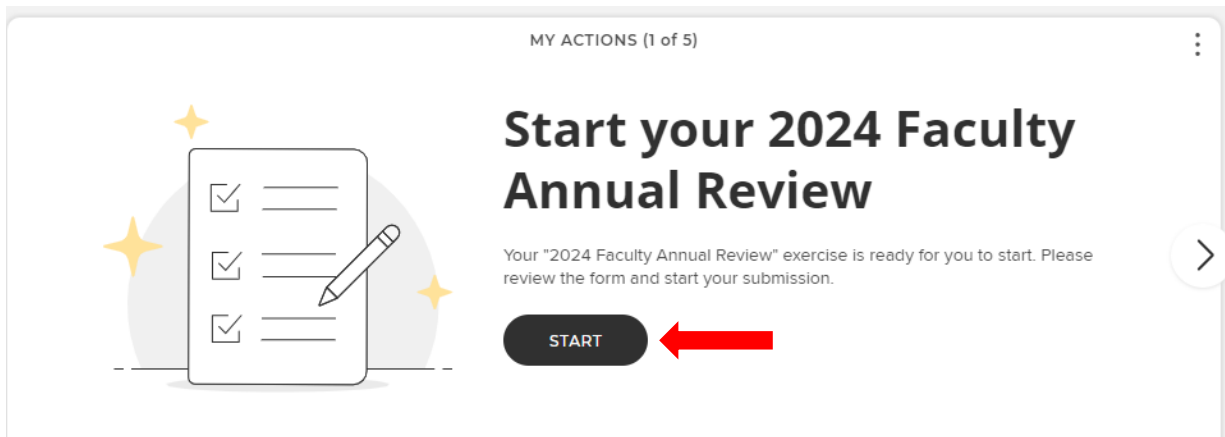
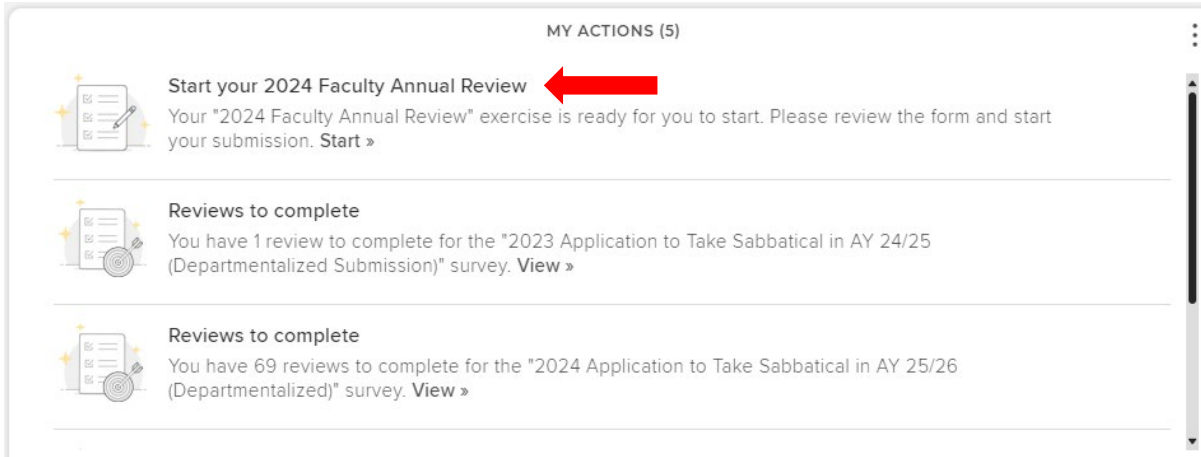


CREATE YOUR ACTIVITY REPORT WITHIN THE 2024 ANNUAL REVIEW ASSESSMENT.

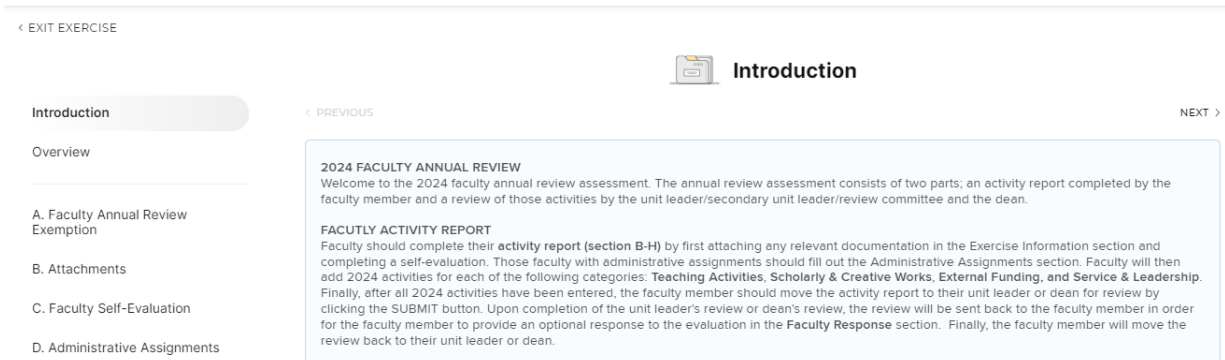
The 2024 annual review assessment is located in the MY ACTIONS box on your Elements homepage.

- Click **Start your 2024 Annual Review**. *Note: the MY ACTIONS box has two view options, list view and carousel view. Depending on your account settings, your MY ACTIONS box will default to either of the views shown in the screenshots below.*




- The annual review assessment will open to the introduction page where you can find an overview of the annual review and activity report.

2024 Faculty Annual Review



- On the left-hand side of the screen are the steps (A-M) you will navigate as you complete the activity report and review.

- A. Faculty Annual Review Exemption
- B. Attachments**
- C. Faculty Self Evaluation
- D. Administrative Assignments
- E. Teaching & Mentoring
- F. Scholarly & Creative Works
- G. Grants & Contracts
- H. Service & Leadership
- M. Faculty Meeting & Response

- If you are exempt from the annual review process, provide the exemption reason in section **A. Faculty Annual Review Exemption** by clicking the  button. *If you are not exempt from the annual review process, skip section A and complete sections **B - H**.*




Faculty Annual Review Exemption

< PREVIOUS


NEXT >

If you are not submitting annual review documentation and qualify as an exception as outlined in PS 36T or PS 36NT, please provide one of the following as justification: Leave of Absence, Notice of Non-Reappointment, Other (provide an explanation below) and Submit the assessment to your Unit Leader.



Information





No information fields have been added for this section. Add...

< PREVIOUS

NEXT >

- Select the justification for exemption from the dropdown list and provide an explanation if applicable.

REVIEW PROCESSES > 2022 ANNUAL REVIEW

A. Faculty Annual Review Exemption

If you are not submitting annual review documentation and **qualify as an exception** as outlined in PS 36T or PS 36NT, please provide one of the following as justification: Leave of Absence, Notice of Non-Reappointment, Other (provide an explanation below) and Submit the assessment to your Unit Leader.

Information
Cancel
Save
Save and exit


Essential Information


Exempt from the annual review assessment?

[None]
▼

←

Explanation of exemption


- In section **B. Attachments**, you can upload documents that are relevant to your annual activity report (i.e., syllabus, evaluations, and CV).
- To upload a document to the assessment, click the  button.



B. Attachments

< PREVIOUS
NEXT >


Faculty should attach any documents relevant to their annual activity report that would be useful for the unit leader or dean to review when completing the evaluation (i.e. syllabus and course evaluations).



Attachments



→

+



- The Add Attachment box will appear. Drag and drop your files or click the **browse** button to select the file you would like to attach.

Add an attachment


Drag file here
or
 browse to choose a file



- Choose the **Type** from the dropdown menu and add an optional description.


 Math 1021 Syllabus.docx 

Type
Choose one  



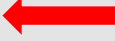
Description

- Click the **SAVE** button.

 Math 1021 Syllabus.docx 

Type
Syllabus 

Description

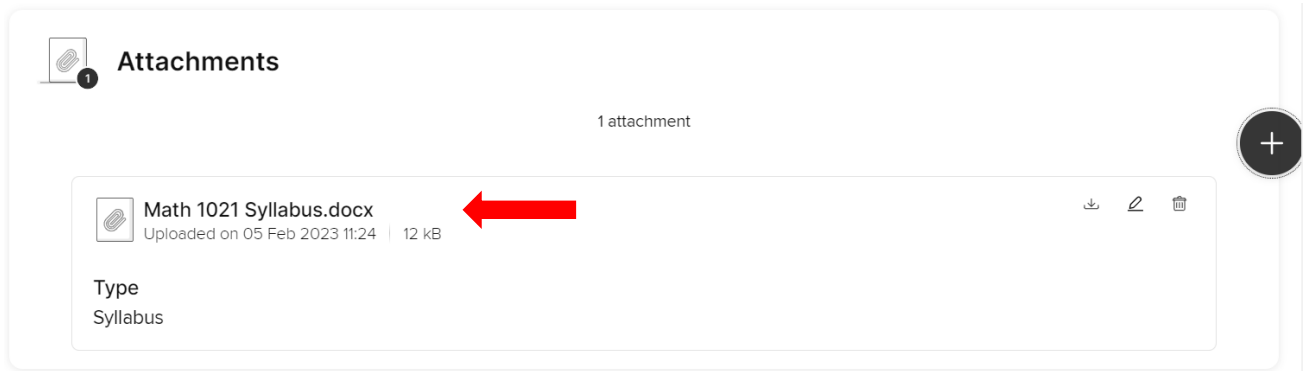
  

- The section now shows one attachment has been added and displays the uploaded date and time.

Attachments 1 attachment

Math 1021 Syllabus.docx
Uploaded on 05 Feb 2023 11:24 | 12 kB

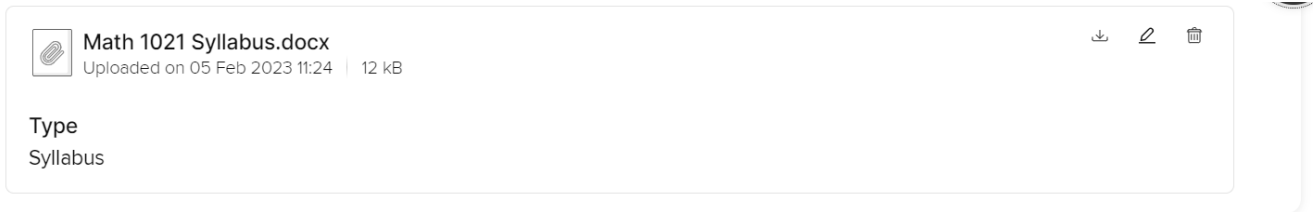
Type
Syllabus



- Click the **NEXT** button to move to section **C. Faculty Self-Evaluation**.

Math 1021 Syllabus.docx
Uploaded on 05 Feb 2023 11:24 | 12 kB


Type
Syllabus



PREVIOUS



NEXT >

- All faculty must complete a self-evaluation. Complete the **C. Faculty Self-Evaluation** section by clicking the  button.

 **C. Faculty Self-Evaluation**

PREVIOUS

NEXT >

Faculty should provide a written self-evaluation for the following:

1. Teaching Activities
2. Research/Creative Activities
3. Service/Professional Activities

[see more](#)

Self Evaluation

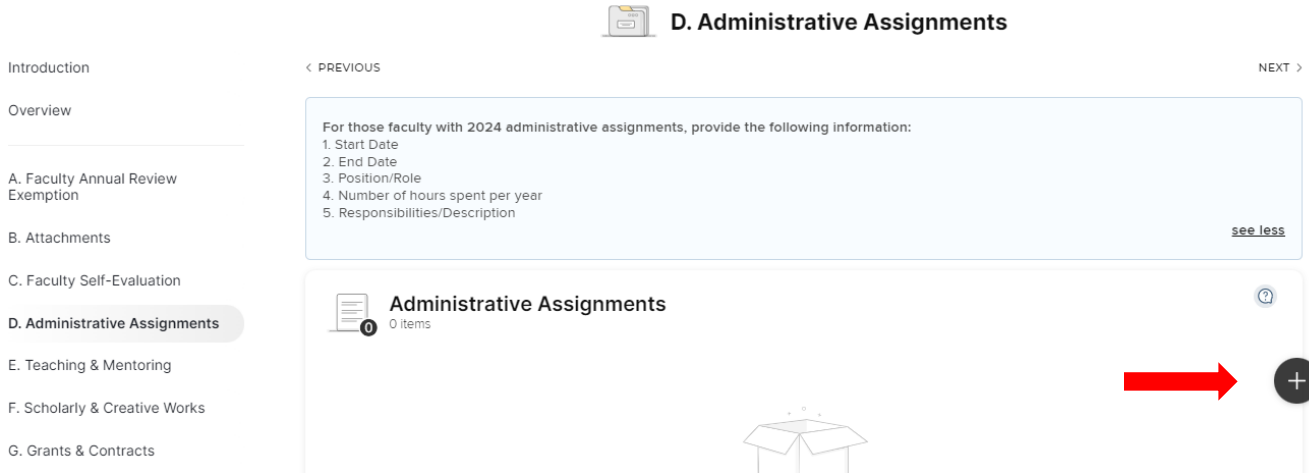



- Provide a self-evaluation for teaching, research, service as well as an overall assessment and click **Save and exit**. Note: the system can time out. It is suggested you save as you go or write your self-evaluation in Word and copy and past to this section.

- The Self-Evaluation section will now confirm 4 items have been added to the section. You can click the pencil icon if you need to make edits or the trashcan to delete.

- Click **D. Administrative Assignments** if you had any administrative assignments in 2024.

- Click the  button on the **D. Administrative Assignments** section.



 **D. Administrative Assignments**

Introduction < PREVIOUS NEXT >

Overview

A. Faculty Annual Review Exemption

B. Attachments

C. Faculty Self-Evaluation

D. Administrative Assignments

E. Teaching & Mentoring



F. Scholarly & Creative Works

G. Grants & Contracts


For those faculty with 2024 administrative assignments, provide the following information:

1. Start Date
2. End Date
3. Position/Role
4. Number of hours spent per year
5. Responsibilities/Description

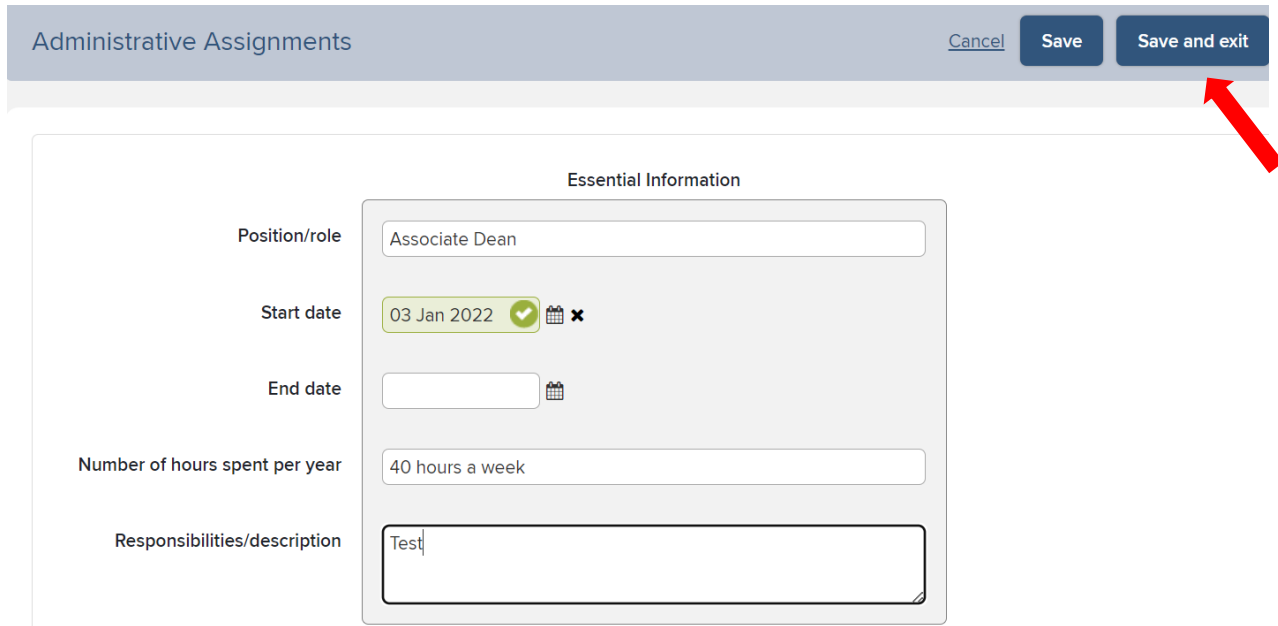
[see less](#)

 **Administrative Assignments** 

0 items





- Complete the essential information fields and click the **Save and exit** button.




Administrative Assignments [Cancel](#) **Save** **Save and exit**

Essential Information

Position/role

Start date  

End date 

Number of hours spent per year

Responsibilities/description

- The confirmation screen will appear confirming 4 items have been added to the **Administrative Assignments** section. Click the pencil to edit the items or trashcan if you need to delete them.



Administrative Assignments

4 administrative assignments fields



Position/role

Associate Dean

Start date

03 Jan 2022

Number of hours spent per year

40 hours a week

Responsibilities/description

Test

- Now you will add activities (already on your Elements profile) related to teaching & mentoring, scholarly & creative works, grants & contracts, and service & leadership in sections E – H. Note, you will repeat these steps when adding activities to each of these sections but for the purpose of this guide we will walk you through completing the E. Teaching & Mentoring section.

E. Teaching & Mentoring

F. Scholarly & Creative Works

G. Grants & Contracts

H. Service & Leadership

- Click the  button to add teaching & mentoring activities in the E. Teaching & Mentoring section.



E. Teaching & Mentoring

< PREVIOUS

NEXT >

Select your 2024 teaching and mentoring activities. Teaching and mentoring activities include courses taught, course evaluations, mentoring, advising, course contributions, directed student learning, self-published course materials and teaching innovation/course development..



Teaching & Mentoring Activities


0 items



- The list of your available teaching activities will appear, sorted by the **reporting date (newest first)**. Add activities initiated or completed in 2024 by clicking the **ADD** button for each activity.

Select items for Teaching & Mentoring Activities

THESIS




COURSES TAUGHT

Course code: HNRS 4000

Enrollment: 1

Reporting Dates: 26 Aug 2024 - 07 Dec 2024



ADD


SUMMARY

LABELS (0)

- Once you add all your 2024 activities, click the **SAVE CHANGES** button in the top right corner of your screen.

17 items selected (0 or more required)

SAVE CHANGES





- If you are missing an activity that should be included on your activity report, you can add the activity to your Elements profile without leaving the annual review assessment. Click the **+ADD NEW TEACHING & MENTORING** button in the top right corner of your screen.

γ: Reporting date (newest first) ▾

Eligible items only ⓘ


+ ADD NEW TEACHING & MENTORING





Filters

- Select the activity type. For this example, we'll add an academic advising activity.
Add a new activity



Select activity type

Academic Mentoring	Academic Advising	Course Contribution	Courses Taught at Other Institutions
Directed Student Learning	Other Teaching & Mentoring	Self-Published Course Material	Teaching Innovation & Course Development

- Fill in the essential information for the activity and click the **SAVE** button.

Essential Information

Start Date

End Date

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Description of Advising Activities


Approx. Number of Hours Advising Per Year

- Return to the assessment by clicking the **Go to your home page** button.



Thank you 08:36 Academic Advising added

i Your activity has been added to Elements at Louisiana State University.

Do more with this academic advising:


 View your teaching & mentoring details

You could also:

 Go to your home page 


- Go back into the annual review assessment by clicking **Continue your 2024 Annual Review**.


MY ACTIONS (1 of 4)



Continue your 2024 Faculty Annual Review

Your "2024 Faculty Annual Review" exercise is in progress. Please continue with your submission.

CONTINUE 




- Go back to the **E. Teaching & Mentoring** section to add the new activity you created.


 **E. Teaching & Mentoring**


Introduction
< PREVIOUS
NEXT >


Select your 2024 teaching and mentoring activities. Teaching and mentoring activities include courses taught, course evaluations, mentoring, advising, course contributions, directed student learning, self-published course materials and teaching innovation/course development.




Teaching & Mentoring Activities
0 Items







- Overview
- A. Faculty Annual Review Exemption** 
- B. Attachments
- C. Faculty Self-Evaluation
- D. Administrative Assignments
- E. Teaching & Mentoring**
- F. Scholarly & Creative Works


- Click the + button.



Teaching & Mentoring Activities


0 items



This list has no items Add...

- The newly created activity should appear in the list of available activities. Add the new activity to the annual review assessment by clicking the **ADD** button.





Academic Advising

ACADEMIC ADVISING

Number of Undergraduate Students Advised: 3

Number of Graduate Students Advised: 1

Reporting Dates: 12 Aug 2024 - 13 Dec 2024

SUMMARY

LABELS (0)

- Return to the main page of the review assessment to confirm the activity has been added by clicking **BACK TO LIST**.

Select items for Teaching & Mentoring Activities

< BACK TO LIST 

1 item selected (0 or more required)


showing 1 - 10 out of 119

prev 1 2 ...12 next

10  per page

ADD ALL

- The activity now appears in the Teaching & Mentoring Activities on the 2024 annual review assessment.

 **E. Teaching & Mentoring**

Introduction < PREVIOUS NEXT >

Overview

Select your 2024 teaching and mentoring activities. Teaching and mentoring activities include courses taught, course evaluations, mentoring, advising, course contributions, directed student learning, self-published course materials and teaching innovation/course development..

Teaching & Mentoring Activities 1 item

10 per page 1-1 out of 1

REMOVE ALL

VIEW ITEM DETAILS →

Academic Advising


ACADEMIC ADVISING
Number of Undergraduate Students Advised: 3
Number of Graduate Students Advised: 1
Reporting Dates: 12 Aug 2024 - 13 Dec 2024

SUMMARY LABELS (0)

REMOVE

Download

- If you need to remove an activity, click REMOVE.

 **E. Teaching & Mentoring**

Introduction < PREVIOUS NEXT >

Overview

Select your 2024 teaching and mentoring activities. Teaching and mentoring activities include courses taught, course evaluations, mentoring, advising, course contributions, directed student learning, self-published course materials and teaching innovation/course development..

Teaching & Mentoring Activities 1 item

10 per page 1-1 out of 1

REMOVE ALL

VIEW ITEM DETAILS →

Academic Advising

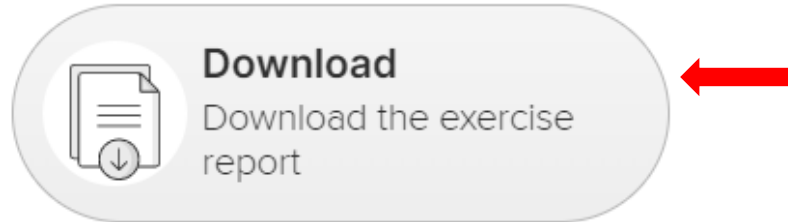
ACADEMIC ADVISING
Number of Undergraduate Students Advised: 3
Number of Graduate Students Advised: 1
Reporting Dates: 12 Aug 2024 - 13 Dec 2024

SUMMARY LABELS (0)

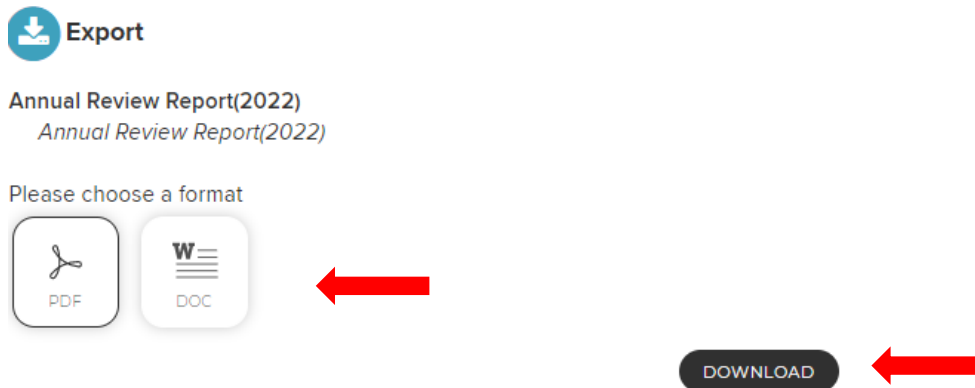
REMOVE

Download

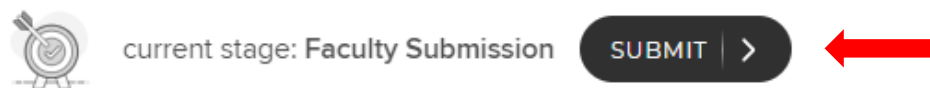
- Repeat these steps to add activities in the **F. Scholarly & Creative Works**, **G. Grants & Contracts**, and **H. Service & Leadership** sections.
- Once you have completed sections A-H, you have completed the annual activity portion of the assessment. Before submitting your annual activity report to your unit leader or dean for review, **download a PDF/Word version of the activity report** to check it for completeness by clicking the **Download the exercise report** button in the bottom left corner of your screen.



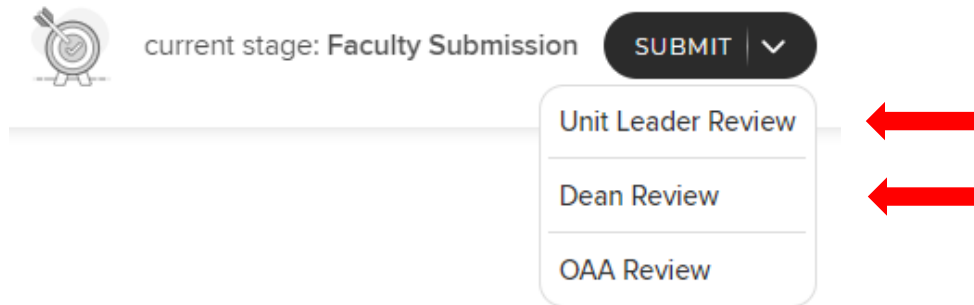
- Select a format for the report, PDF or Word document and click **DOWNLOAD**.



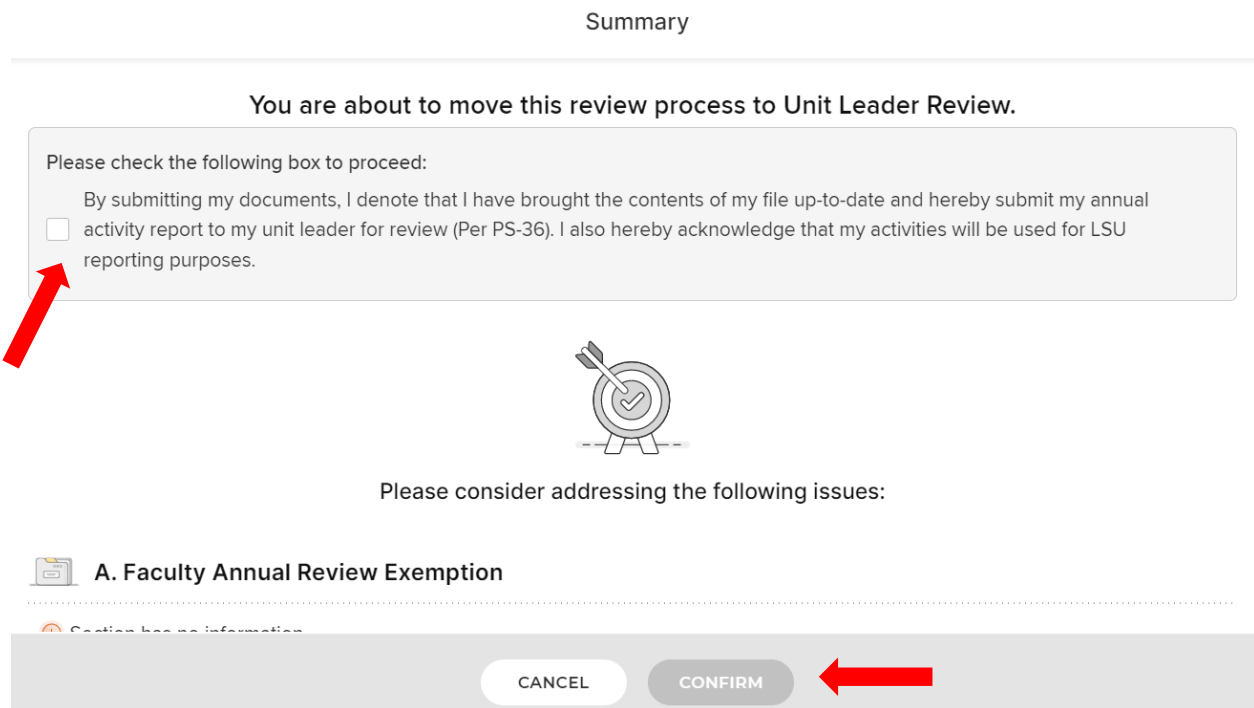
- The report titled **“2024 Annual Review Annual Review Report”** will now appear in the Downloads folder of your computer. Open the report and check for any changes that may need to be made before sending it to your unit leader or dean for review.
- Once you are satisfied with your annual report, move the report to your unit leader or dean for review by clicking the **SUBMIT** button in the top right corner of your screen.



- If you report directly to a unit leader or department chair, select **Unit Leader Review**. If you report directly to a dean or VP, select **Dean Review**.



- The Summary screen with the confirmation statement will appear. You must check the confirmation statement box before you can submit your activity report for review. Once the confirmation statement is selected, click **CONFIRM**.



- The current stage of the annual review assessment located in the upper right corner of the screen, will update to “Unit Leader Review” or “Dean Review” once it has been successfully submitted.



- You have completed the annual activity report portion of the annual review assessment. Once your unit leader completes their evaluation, they should send the annual review assessment back to you for you to review and provide an optional response in the **M. Faculty Meeting & Response** section. See the **Faculty Response** guide for directions on how to complete that portion of the assessment.